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29 June 1960

Principal Accomplishments of the  
Records Management Staff  
for Fiscal Year 1960Summary

	<u>Salaries</u>	<u>Tangible Dollar Benefits</u>
I. Administration and Support	\$ 28,278	\$ -
II. Forms Management	58,216	22,000
III. Records Systems	30,557	67,642
IV. Records Disposition	28,981	45,760
V. Records Center and Vital Records Operations	97,612	745,990
<u>Total</u>	<u>\$ 243,644</u>	<u>\$ 881,392</u>

# Principal Accomplishments of the Records Management Staff for Fiscal Year 1960

	Salaried	Tangible Salaries Benefits	Accomplishments
I. Overall Administration and Support	\$ 28,278	0	<ol style="list-style-type: none"> <li>1. Presented Records Management Program highlights at Agency Support Exhibits.</li> <li>2. Wrote two articles on Records Management for the Support Bulletin.</li> <li>3. Presented seven Filing Workshops to 311 Agency employees in collaboration with OTR.</li> <li>4. Held a two-day Records Management seminar for 35 Agency Records Officers.</li> <li>5. Made Records Management Presentations at two senior staff meetings.</li> <li>6. Provided 1,228 hours of on-the-job training for five new Area Records Officers and one management Analyst Staff.</li> <li>7. Conducted Agency-wide programs to promote greater records disposition efforts, which brought about "do something" directives in all major operating offices, and a reduction of 8.4% in DD/I records holdings.</li> <li>8. Provided National Archives and Records Service with the staff assistance of two employees in the forms management and the Records Systems fields.</li> </ol>

STAT

OJT Training Hours
40
536
328
328
16
20
1,228

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Summary	Salaries	Tangible Salaries Benefits
I. Adm. Support and Support	28,278	
II. Forms Management	58,216	22,000
III. Records Systems	30,557	67,642
IV. Records Disposition	28,981	45,760
V. Records Center/Vital Records Operations	97,612	745,990

# Principal Accomplishments of the Records Management Staff for Fiscal Year 1960

Tangible Soluble Dollar Benefits	Accomplishments
II. Forms Management \$58,216 \$22,000	<ol style="list-style-type: none"> <li>Completed 1,496 forms analysis projects as follows: 170 new forms designed, 263 existing forms revised and improved; 806 forms reprinted with adjustments in quantities ordered; 256 forms made obsolete and removed from the system.</li> <li>Reduced the Agency forms inventory from 1960 at the end of FY 59 to 1897. For the 14th straight year kept the inventory below 2000.</li> <li>Made major improvements in the Agency dispatch form and procedures which will streamline dispatch preparation and handling and reduce annual material costs by \$6,000. Most significantly, new procedures will eliminate the need for over a quarter of a million of authenticating and signing officers' signatures annually.</li> <li>Improved the Personnel Record Questionnaire which will reduce annual clerical costs by \$4,000.</li> <li>Purged the Agency's Information Reporting system of faulty forms and prompted a \$1,300 reparation from the manufacturer.</li> <li>Prevented expenditure of \$1,500 for OTC computer forms by questioning their need.</li> <li>Prompted Supply Division, Logistics, to purge 79 nonstandard ("hodge") forms from its operations.</li> <li>With DDIP, developed the Guide, Care and Use of Office Masters, to promote improvement in information report preparation at headquarters and in the field. A station immediately recognized that it had a \$1500, 12 year supply of forms which had only a two year shelf life.</li> <li>Prevented an additional printing cost of \$6,000 by nonconcurring in Contract Division/DO request for distinctive markings on DO-B Information Reports.</li> <li>Prompted action to purge supply channels of old stocks which were costing the Agency at least 1500 hours of stripping time each year.</li> </ol>

\* 1500 hrs. valued at \$2,400 based on \$1.60 per hour.

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# Principal Accomplishments of the Records Management staff for Fiscal Year 1960

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	Salaries	Tangible Dollar Benefits	Accomplishments
III. Records Systems	\$ 30,557	\$ 67,642	<ol style="list-style-type: none"> <li>For the second straight year, held obligations to 300 for the purchase of safe-type filing equipment for Headquarters use. Enough equipment was turned in at Headquarters to hold obligations for overseas needs to only \$17,000. (Prior to 1955, yearly obligations exceeded \$1/2 million; during 1955 through 1958 obligations averaged \$180,000 each year). Actions such as the following, contributed to the savings during FY 60:               <ol style="list-style-type: none"> <li>Promoted a Headquarters-wide survey of unused safes which prompted the turn-in of equipment, valued at \$4,124</li> <li>Precluded the purchase of \$57,336 worth of Herin-Hall-Mavin safes for use overseas by arranging for the return of 134 pieces of this type of equipment to stock in exchange for Remington Rand safes (which can be used at Headquarters, but not overseas).</li> </ol> </li> <li>Prevented purchase of a mechanical filing equipment costing \$1,000 by substituting a conventional \$134 card file.</li> <li>Improved filing systems in Regulations Control Staff and recommended return of \$1,250 worth of filing equipment to stock.</li> <li>Converted file installations in two Contract Division <span style="border: 1px solid black; padding: 0 5px;"> </span> to the shelf-file system which increased filing capacity 75% and released \$3,966 worth of safe cabinets. (Since Jan - 1957, 23 Agency file installations have been converted to the shelf-file system. These conversions on the average increased filing capacity 40%, decreased floor space requirements 48%, and returned to stock \$298,866 worth of equipment, after an investment of about \$100,000 in shelf-file materials.)</li> <li>Installed 30 filing systems, 19 of which were conventional administrative subject numeric systems and 11 were systems developed to meet unique filing requirements. The training of 31 persons through seven filing workshops contributed substantially to promoting these installations.</li> </ol>

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# Principal Accomplishments of the Records Management Staff for Fiscal Year 1960

Tangible  
Dollars  
Benefits

## Accomplishments

Destroyed 136 cu. ft. of records  
in connection with these projects

### IV Records Disposition (Includes overall Records management surveys)

\$28,981 \$45,760

1. Developed Records Control Schedules for three Headquarters components and one overseas station. Assisted Records Officers with the development of these schedules. 3. Updated records management programs in two offices and prepared revised schedules. Eight hundred and thirty-one file series covering 8,941 cubic feet of records were involved in these schedules.

4. With a goal to reduce holdings 25%-50%, initiated a project to provide for the disposition of 4000 cu. ft. of records received from USIB agencies and accumulated in OCF and the Records Center. Application of disposition standards, now being coordinated with USIB agencies, will also control the volume of future holdings.

5. Initiated the first full-scale records management survey to be conducted in DDIP by a Records Management Staff analyst. Results to date have been:

- (a) An inventory of the 790 cu. ft. of records in EA Staff;
- (b) Development of ~~comprehensive~~ Records Control Schedules;
- (c) Development and application of VM schedules;
- (d) Installation of four subject-numeric filing systems; and
- (e) Destruction of 800 cu. ft. of records.

6. Conducted a comprehensive records management survey in the Real Estate and Construction Division, Logistics, which: (a) Established centralized files for all real property acquisition and construction records; (b) Provided a real property statistical reporting system using EAM facilities; (c) Established a recording and locator system for real property documents; (d) Provided a single format for both domestic and foreign real property reports; and (e) Established a mail control procedure.

Based on destruction  
of 936 cu. ft. of  
records all of which  
were stored in  
safes

DO  
NOT  
TYPE

835,632  
45,760  

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981,392

# Principal Accomplishments of the Records Management Staff for Fiscal Year 1960

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## V Records Center and Vital Records Operations

Tangible  
Dollar  
Benefits

Salaries 97,612 Benefits 745,990

## Accomplishments

Computation of FY 60  
RD Dollar Benefits  
from Transfers

16,866 cu. ft. = 2,108 pieces  
of equipment (75% safes  
@ \$440 each, 25% other  
@ \$30)

Safes - \$695,640

Other - 26,350

\$721,990

24  
745,990

Computation of Total  
Savings

Trans. \$721,990

VM Equip 24,000

\$745,990

Savings \$12.

Records Management Staff  
Totals \$243,644 \$88,392

\$243,644 \$88,392

1. Received at the Records Center 16,866 cu. ft. of records transferred from Headquarters offices. This volume, if retained in the offices, would have called for the purchase of additional filing equipment costing over \$799,000. At the close of FY 60, a total of 88,653 cu. ft. of records had been received by the Center since 1952. Of these records, had not been removed from Headquarters offices, about 9% additional space would be needed in the new building, and over \$3 million would have been spent for filing equipment. The Center is now holding 58,391 cu. ft. of records, about 66% of its capacity.

2. Assisted DD/P in developing a current vital materials program which resulted in establishment of 17 vital materials schedules and a review of all DD/P vital materials in the repository. Of equal importance was the success in bringing together responsible vital materials officials in DD/P and DD/I for exchanges of ideas and comparisons of vital material lists thus preventing duplication of DD/P & DD/I deposits in the repository.

3. Revised three existing Vital Materials schedules.

4. Arranged for Office of Communications to deal directly with Records Center instead of through DD/P, eliminating duplicate effort.

5. Serviced 191,795 requests for information or documents, an increase of 95,941 requests over the volume serviced in FY 59.

6. Completed consolidation of VM Repository and Records Center operations. In addition to improving procedures, this allowed to stock \$24,000 worth of filing equipment and freed space to expand signal center facilities.

7. ~~Eliminated one VM position (\$8,910) by consolidating the VM and Records Center operations.~~

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Important - do not  
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